



## **Extended Day Program Rules and Regulations**

Our Extended Day Program is available for all students beginning at 7:00 AM and after school until 5:30 PM. You can download the Extended Day Registration Form and rates from the St. Bridget School website, under the Parent Tab. Please keep the Registration Form updated, as it is important that whenever there is a change in information previously reported, you notify the school office as well as Extended day personnel so our records will remain up to date and fees can be adjusted accordingly. Also, Please be sure to inExtended Day in your notes to your child(ren)'s teacher Indicating a dismissal change so we are notified as well.

Extended Day is located in the dining hall,gym, library, and preschool classroom. Various activities include daily arts and crafts, games, and indoor/outdoor play.

If your child has allergies, Extended Day needs to have their own set of medicine in case of Emergency.

General rules of behavior and recess playground rules are outlined in the Parent/Student Handbook. The Conduct Referral Form also applies to all Extended Day students. The Extended Day staff member will fill it out and give it to the guardian upon pick up.

Please note that on Wednesday, November 27th and December 20th Extended Day will be closing at 4:30 PM for the Thanksgiving and Christmas holidays.

When school is delayed (eg.2 hrs.) the start of Extended Day is also delayed (eg.2 hrs.), therefore, the start of extended Day would then be 9:00 AM. If school is dismissed early at 1:20 PM due to inclement weather, Extended Day will remain open until 2:20 PM, one hour after school is dismissed.

Extended Day monthly payment plan fees are due one month in advance for nine months beginning August 20, 2024 and ending May 20, 2025. You will receive an email payment reminder at the beginning of each month. Extended Day rates can be found on the School Website.

There is a sign in sheet in the morning and a sign out sheet in the afternoon. Parents need to sign their child out at the end of the day. Only people listed on the Extended Day REgistration Form can sign out your child(ren). They must show a photo I.D. and be at least 18 years of age. Please make your best effort to be on time. There is a \$5.00 late fee for every 15 minutes that you are late for each child.

The success of the Extended Day Program is our goal. We want this program to work for your child/children and you.